

YOUTH EDUCATION SUPPORT SERVICES (YESS) DIRECTOR

Qualifications:

- 4 year degree in education, child development, or related field
- 3 years experience in education, child development, or related field
- Management experience
- Ability to plan, organize, analyze problems, gather data, recognize solutions
- Ability to communicate effective orally and in writing
- Experience with military lifestyle preferred

Major Duties:

Operate, integrate, coordinate, and oversee 3 major components of YESS.

- 1) **School Liaison Services** – school transition support services, post secondary opportunities, home-school & state school linkages, partners in education initiatives, installation/school communications
- 2) **Youth Education Liaison Services** – youth sponsorship program, schoolage/youth computer lab, schoolage/youth homework centers, home school support, AFAP Education Summit issues, transition support center. Member of Juvenile Review Board, EFMO, Installation Volunteer Council, Youth Advisory Council.
- 3) **CYS Instructional Programs** – instructional programs in School of Arts (music, dance, cinematography), School of Sports (gymnastics, swimming, martial arts), School of Life Skills (SAT preparation, drivers education, home alone classes, transition workshops).

**POSITION GUIDE
NONAPPROPRIATED FUNDS**

Job Number: 01001

Installation: Fort Monmouth, NJ 07703

FLSA: Exempt

TITLE: Child & Youth Services (CYS) Director
(Youth Education Support Services) (YESS)

Activity: Child & Youth Services

Pay Plan/Series/Level
NF-1701-04

SUPERVISORY CONTROLS

Performs duties under the general direction of the CYS Coordinator who outlines program objectives and is available for discussion of complicated and unprecedented matters. Incumbent's work is evaluated in terms of compliance with baseline standards as measured against established metrics, as well as program accomplishments and effectiveness. Majority of assignments are performed independently. Performs other duties as assigned.

MAJOR DUTIES

Serves as Director, Youth Education and Support Services (YESS) with responsibility for the operation, integration, coordination, and oversight of the CYS School Liaison Services. CYS Youth Education Liaison Services and CYS instructional Programs serving children/youth and parents IAW all applicable regulations and standards. Provides guidance and accountability for the performance of staff. Develops policies, procedures and SOP's to support YESS program goals.

Implements and monitors DA and MACOM policies to include YESS guidance, fee policies, program registration/enrollment, baseline standards and benchmarks, and space utilization goals. Develops operational procedures to anticipate installation needs and trends and documents results on the installation Child and Youth Availability Plan (ICYAP). Develops and implements a marketing plan.

Serves as a member of the Installation Child and Youth Evaluation Team (ICYET), ICYAP team and other appropriate committees/councils and task force, e.g. Youth Action Council, SNRT, Juvenile Review Board, Installation Volunteer Council, EFMP, etc., to ensure compliance with program regulatory requirements and CYS baseline standards.

Recruits and hires qualified personnel utilizing Army CYS Standard Position Descriptions. Supervises program specialist and other staff assigned and evaluates employees based on established performance standards. Provides appropriate staff professional recognition and/or disciplinary action. Visits programs during all hours of operation on a regular basis. Supports and budgets for staff annual training requirements. Ensures timely personnel actions. Supports all established EEO objectives. Provides training for employees as required.

Develops program budget input for the CYS Coordinator. Meets cost per space goals. Manages program to budget. Prepares justification for funding of program resource requirements.

Works cooperatively with other CYS program managers/directors to ensure seamless service and continuity of quality options for all children and youth. Serves as member of the CYS Program Plan Team to develop written strategies for program improvement. Initiates and maintains partnerships with both on and off post organizations serving children and youth. Initiates and maintains partnerships with both on and off post local schools.

Establishes and maintains an active program of parental involvement, providing parent education opportunities and encouraging parent observation and participation. Ensures parent representation on CYS Parent and/or Parent/Youth council and ICYET. Conducts annual parent satisfaction surveys and analyzes results.

Serves as Subject Matter Expert on installation child and youth education support services issues. Prepares reports, surveys, and briefings for command and installation on matters pertaining to CYS.

QUALIFICATION REQUIREMENTS

Successful completion of a 4 year college or university with a major course of study, which directly relates to a CYS field: early childhood/elementary/secondary education, child/youth development, psychology, human resources, youth program administration or a closely related field. In addition, candidate must possess:

1. At least 3 years of work experience in education/human resources or child/youth programs.
2. Demonstrated supervisory/management experience.
3. The ability to plan and organize work, analyze problems to identify significant factors, gather pertinent data and recognize solutions.
4. Ability to communicate effectively orally and in writing in English.
5. Experience with military lifestyle preferred.

Position requires:

1. Successful completion of 24 training units of annual management/subject matter training.
2. Favorable health assessment. Freedom from communicable diseases. Satisfactory background checks per AR 215-3/Crime Control Act.

This is an accurate statement of the duties and responsibilities necessary to carry out the NAF function for which I am responsible.

(Approving Official: Title - Signature) *Janey K. Boca* (Date) *Nov 2001*
CYS Coordinator